**** Role Profile

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| **SUPPORT & DEVELOPMENT WORKER**  |      | **Purpose**  |
| Reference No  | SDW  | Type  | Generic  | To develop, co-ordinate and support the work of all forums and user panels within Fife Forum.  |
| Service  | Forums/Panels  |
| Hours | 35 Hours per week | Salary | £25,000 per annum |

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| **Task or Responsibility -** For this role, there is an expectation that all, or a combination, of the following will be undertaken:  | **Person Specification: Skills, Knowledge, Qualifications or Experience -** Criteria can apply to more than one task or responsibility  | **E**  | **D**  |
| Forums are local campaigning organisations, trying to improve the quality of life for their participants, in this case older people who comprise of approximately 22% of the community.There are a number of forums and panels in Fife which are in need of re-establishment following Covid-19.  | Experience and ability to deal with people at all levels.Mature personality, sensitive an empathetic in working with older people.  | √   √  |  |
| Assist with the development of new Forums/Panels by setting up steering groups, arranging meetings and expanding membership.Assist Forums/Panels who request assistance, by providing advice, undertaking research and gathering information as required. | Full driving licence.Ability to analyse multi-faceted discussions and extract salient features. | √  | √  |
| Work with individual groups, identify problems, derive possible solutions or assess how else a problem can be tackled. Co-ordinate the activities of the Forums/Panels with other groups having similar interests. | Some experience of working in a similar type of role/environment would be desirable. Committed to listening and enabling vulnerable people to establish their own agendas. | √  | √  |

E = Essential Criteria D = Desirable Criteria

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| Undertake the administration of Forum/Panels by undertaking routine clerical tasks such as filing, drafting of correspondence, low volume word processing and keeping of appropriate records, arranging and booking transport etc. Maintain files and records of resources.  |  Ability to prioritise workload. Team working skills. Good written and verbal communication skills.Ability to work alone. | √    √  √   | √  |
| Analyse and distribute publications and information received.Arrange for small displays and exhibitions to be undertaken at suitable venues.Service and attend Forum/Panel meetings, prepare agenda and minutes, draft reports, papers and correspondence.   | IT skills including the use of Microsoft Office. | √   |  |
| The post holder will work as part of a team and report directly to the Chief Executive Officer. The post holder will be expected to use own initiative to deal with the day to day demands of the job.   |  |  |    |

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| **Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required**   |
| **Before confirming appointment:** You will be required to obtain PVG scheme membership.  |

 E = Essential Criteria D = Desirable Criteria

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| **Additional Information –** the following information is available  |  | **Expected Behaviours**   |
|  * Skills Framework (if applicable)
 | Every employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.   |

 E = Essential Criteria D = Desirable Criteria